



## Job Posting – Workshop Facilitator (1 Position) – Victoria, BC

**CLOSING APPLICATION DATE: NOVEMBER 30, 2019**

Story Studio is a charity that gets kids excited about writing. Our programs do more than teach how to tell a story - they build confidence, encourage creativity and improve communication skills in youth. Our programs include a variety of innovative [creative writing workshops](#), as well as publications and events that celebrate and promote the work of young Canadian writers. To date, we have helped over 7,000 youth write and publish their stories. We are a registered charity based in British Columbia and rely entirely on donations and volunteers. To learn more about who we are and what we do, please visit our website at [www.storystudio.ca](http://www.storystudio.ca)

Our primary initiative is our spring school workshop program. Helped by a team of facilitators, youth participating in these multi-day workshops are introduced to the process of writing and producing a book of their own. We use interactive and tactile activities to introduce students to the building blocks of writing in a fun and supportive way. We then print and bind each student's story into an individual book for them to keep.

### **Position Summary**

We are seeking a Facilitator to help deliver our Bookmaker Workshops, which will run in approximately 25 classes (Grades K-6) from January to May (2020). Participating schools are located primarily within SD61. We have a particular focus on schools that are identified as having a high percentage of vulnerable youth – students who may be at risk in terms of their academic achievement and social functioning. Each week, two Workshop Facilitators will work together, alongside several volunteers, to visit schools. At each school, we conduct several workshop sessions with different classes over a series of days.

### **Primary Responsibilities:**

- Participate in training prior to the start of workshops
- Working with the Executive Director and other staff to develop, prepare and organize materials for workshops
- Travel to schools within the Victoria area and facilitate workshops, working directly with students (grades K-8) to engage and motivate them through the Story Studio writing process
- Mentor and lead 2-3 volunteers in the classroom
- Type and edit student work, to assist in the final creation of student books
- Build positive relationships with school administrators, teachers and educators
- Gather feedback from participants and educators to strengthen and improve workshops
- Please note that Workshop Facilitators are responsible for their own transportation to and from schools

2001A Douglas St.  
Victoria, BC  
V8T 4K9

[www.storystudio.ca](http://www.storystudio.ca)

Charitable Number  
807121504RR0001

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**Education/Training***Required (must have):*

- Undergraduate degree (in progress or completed)

*Desired (an asset):*

- Teaching certificate
  - Coaching certificate
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**Experience***Required (must have):*

- Public speaking to young (5-11yo) audiences
- Working in a camp or school setting
- Classroom management
- Facilitating workshops

*Desired (an asset):*

- Experience in creative writing and publishing
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**Knowledge/Skills Required:***Required (must have):*

- Valid driver's license

*Desired (an asset):*

- Experience working within a Google environment (Docs, Sheets, Drive)
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**Competencies / Personal Attributes:**

- Dynamic speaking
  - Strong facilitation abilities
  - Passion for creative writing, literacy issues
  - Strong organizational skills
  - Self-directed
  - Punctual and dependable
  - Excellent oral communication skills
  - Creative
  - Able to troubleshoot effectively
  - Positive and flexible
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**Compensation:**

Part-time Contract; \$27/hour, approx. 200 hours total (2 days per week over 12 weeks)

**Contract Duration:**

January – June 2020; Must be available to conduct workshops during school hours

**How to Apply – CLOSING DATE NOVEMBER 30, 2019**

If you are interested in applying for this position, please send your resume and cover letter to [sean.rodman@storystudio.ca](mailto:sean.rodman@storystudio.ca) and include "Job Opportunity – Workshop Facilitator" and your name in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Story Studio Writing Society is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidates will be required to provide a satisfactory police record check as a condition of employment.